

Things to remember:

- Do you have a checking account? For direct deposit of your paychecks
- Professional email - pay stubs - sometimes they go to your personal email if you don't typically use email for work.
- [W4 Form](#) - determines how much taxes are taken out each pay period- Talk to your parents about the best way to fill this out
- Filing taxes - every year before April 15th!
- Benefits? Health, retirement, PTO
- Creating a budget and emergency fund - it's important to keep your spending below your income and save for emergencies and your future.
- Appropriate attire for the job. Will the employer provide any of your work clothes?
- Documents to bring to on-boarding day - Social Security Card, Birth Certificate, and other docs requested

Soft Skills - personal attributes that enable someone to interact effectively and harmoniously with other people.

☀️ Top Soft Skills Employers Value

Communication & Interpersonal Skills

- Active listening
- Verbal and written communication
- Conflict resolution

Teamwork & Collaboration

- Working well with diverse groups
- Sharing responsibilities
- Supporting and encouraging others

Problem-Solving & Critical Thinking

- Decision-making
- Resourcefulness
- Troubleshooting

Work Ethic & Professionalism

- **Reliability and punctuality**
- Accountability
- Strong work ethic
- Attention to detail

Adaptability & Resilience

- Flexibility
- Stress management
- Willingness to learn new skills

Leadership & Initiative

- Motivating others
- Delegation
- Giving and receiving feedback

Time Management & Organization

- Meeting deadlines
- Multitasking effectively
- Planning and scheduling

Emotional Intelligence

- Self-awareness
- Empathy
- Managing emotions